Work Address

Team

Date

Dear (child or young person’s first name),

I hope you are well. Unfortunately I’m writing to inform you that I won’t be working with you anymore as your (social work/IRO etc.).

It has been really good to get to know you and work with you over the past (length of time you have worked with the children or young person).

(Add something in that is personal to the child or young person. For example I hope you continue to follow your passion of dance and you continue to find happiness in reading. You have achieved so much over the last few years.)

I wish you all the best for the future. Your new (social worker/IRO etc.) Will be (add name). You can contact him/her on (phone number and email address). Or for anything urgent you can contact the duty team on (phone number and email address).

Kind regards and best wishes for the future

(Your name)

(Your work title)